

U.S. DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SPECIAL EDUCATION & REHABILITATIVE SERVICES
WASHINGTON, D.C. 20202

**FISCAL YEAR 2000
APPLICATION FOR NEW GRANTS UNDER
FOUR DIRECT GRANT PROGRAMS:**

**NATIVE HAWAIIAN FAMILY-BASED EDUCATION CENTERS PROGRAM
(CFDA 84.209A)**

**NATIVE HAWAIIAN GIFTED AND TALENTED PROGRAM
(CFDA 84.210A)**

**NATIVE HAWAIIAN COMMUNITY-BASED EDUCATION LEARNING
CENTERS PROGRAM (CFDA 84.296A)**

**NATIVE HAWAIIAN SPECIAL EDUCATION PROGRAM
(CFDA 84.221A)**



DATED MATERIAL - OPEN IMMEDIATELY

CLOSING DATE: 07/14/00

**ALASKA HAWAIIAN EDUCATION ACT PROGRAM
APPLICATION PACKAGE
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SECTION A

DEAR APPLICANT LETTER

Dear Applicant:

Thank you for your interest in the Native Hawaiian Education Programs. This application package contains information for funding under four separate programs authorized under Title IX, Part B of the Improving America's Schools Act of 1994. This packet covers four competitions for which the title, CFDA number, and due date are listed below:

<u>CFDA No.</u>	<u>PROGRAMS</u>	<u>CLOSING DATE</u>
84.209A	Native Hawaiian Family-Based Centers Program	07/14/00
84.210A	Native Hawaiian Gifted and Talented Program	07/14/00
84.296A	Native Hawaiian Community-Based Education Learning Centers	07/14/00
84.221A	Native Hawaiian Special Education Program	07/14/00

Included in this application package are the instructions and forms needed to submit an application to the U.S. Department of Education. Please take the time to review the authorizing statute, the applicable priorities, and all of the application instructions thoroughly.

In preparing your application, you must comply with the requirements in Section 427 of GEPA. This provision requires each applicant for funds to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs. Your description need not be lengthy and may be provided in either a separate narrative or, if appropriate, may be discussed in connection with related topics in the application.

In accordance with Education Department General Administrative Regulations (EDGAR), you may request funding for a multi-year award. In order to be considered for multi-year funding, you must explain why a multi-year project is needed and provide a detailed budget for each of the years of the proposed project. The Department will establish, at the time of the initial award, the funding levels for each year of the grant award. If you are selected for an award, the budgets for all years of the project will be reviewed at the same time. This means that future continuation awards will rely heavily on project performance reports, which will need to be submitted near the end of each budget period. You will be notified when the reports are due.

Also, I would like to inform you that the Department has developed performance indicators for the Native Hawaiian Education Programs, and a copy of the performance indicators are included in this application package. As part of a government-wide effort to improve the performance and accountability of all Federal programs, the Government Performance and Results Act (GPRA) requires the development and use of performance indicators to set goals for program performance and to measure and report program results.

Please refer to the Notice Inviting Applications that follow for a contact name and number, and do not hesitate to call if you should have any questions about the program after reviewing the application package.

A separate application package is available for the competition under the Native Hawaiian Curriculum Development, Teacher Training and Recruitment Program. For this program, the Department has established absolute priorities to award one or more grants in the following areas: (1) computer literacy and technology education; (2) agriculture education partnerships; (3) astronomy; (4) indigenous health; (5) waste management; (6) prisoner education; and (7) marine resource management.

We look forward to receiving your application and appreciate your efforts to meet the educational needs of Native Hawaiian children through these programs.

Sincerely,

Arthur Cole
Director, School Improvement Programs
Office of Elementary & Secondary Education

Louis C. Danielson, Ph.D.
Director, Research to Practice Division
Office of Special Education Programs

SECTION B

APPLICATION NOTICE & AUTHORIZING STATUTE

Application Notice
Charts of Competitions with Closing Dates
Authorizing Statute

Application Notice

Please refer to:

<http://ocfo.ed.gov/fedreg/proprule.htm>

<http://www.ed.gov/news.html>

Authorizing Statute

Please refer to:

<http://www.ed.gov/legislation/ESEA/sec9202.html>

SECTION C

APPLICATION INSTRUCTIONS AND FORMS

General Instructions
SF 424 and Instructions
Program Narrative Instructions & Selection Criteria
ED Form 524 and Instructions
Performance Indicators
Assurances and Certifications

GENERAL INSTRUCTIONS

APPLICATION ORDER

It is recommended that your application be organized in the following manner and include the following parts:

PART I: APPLICATION FOR FEDERAL ASSISTANCE (STANDARD FORM 424 (REV. 1/99))

This part of your application consists of the standard application face page on which you provide basic identifying information about the applicant and the application. Specific instructions for completing this form are located on the back of the form.

Applicants should clearly indicate, in block #4 of this form, the CFDA number of the program (e.g., 84.297A) under which the application should be considered. If this information is not provided, your application may be assigned and reviewed under a different program than one you intended.

You must submit a separate application for each program for which you apply. Each application should be prepared following the instructions and criteria as closely as possible.

PART II: TABLE OF CONTENTS

PART III: PROJECT ABSTRACT

A 1-2 page abstract describing the proposed project, including the objectives and how the project will address the unique educational needs of Natives Hawaiians.

PART IV: PROGRAM NARRATIVE & SELECTION CRITERIA

This part of your application requires a narrative that addresses the selection criteria that will be used by reviewers in evaluating individual proposals. The program narrative is limited to 25 pages and should be developed and organized according to the selection criteria. The selection criteria that will be used to evaluate all programs included in this application packet can be found in the Program Narrative Instructions & Selection Criteria section of this application package.

PART V: BUDGET FORM AND INFORMATION (STANDARD FORM 524)

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide completed budget information for each of the years (1-3) of the proposed project. Specific instructions for completing the budget forms and information immediately follow the form. Remember that Section C requires an itemized budget breakdown by project year and requests other explanations or comments deemed necessary.

PART VI: ASSURANCES AND CERTIFICATES

Be certain to include all assurances and certifications, and sign each form in the

appropriate place. The assurances and certifications included in the package are:

- Assurances Nonconstruction Programs
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction
- Disclosure of Lobbying Activities

PART VII: PROOF OF ELIGIBILITY

This part of your application requires a narrative containing information regarding your eligibility to apply for this program. Please provide a detailed statement of your experience in developing or operating Native Hawaiian Programs or programs of instruction conducted in the Native Hawaiian language.

***NO GRANT MAY BE AWARDED UNLESS A COMPLETED APPLICATION
HAS BEEN RECEIVED.***

***BE SURE TO SUBMIT ONE ORIGINAL AND TWO COPIES OF THE
COMPLETED APPLICATION.***

ED 424 - Application for Federal Education Assistance

Please refer to:

<http://ocfo.ed.gov/grntinfo/appforms.htm>

**PROGRAM NARRATIVE
&
SELECTION CRITERIA**

PROGRAM NARRATIVE INSTRUCTIONS

The program narrative should follow the order of the selection criteria listed below. Describe in detail activities planned for each funding period. As you formulate your proposed project objectives and evaluation plans, it may be helpful to review the performance indicators to see how program narrative information that is referenced in the performance indicators is aligned to specific Native Hawaiian Education Programs performance plan objectives and indicators. A copy of the performance indicators has been included in this application package for your information. In addition, see Section E, Notice to All Applicants (Section 427 GEPA), regarding the provision that applies to applicants for new grant awards under Department programs.

The selection criteria below will be used to evaluate all programs announced in this application package: Native Hawaiian Family-Based Education Centers Program (CFDA 84.209A), Native Hawaiian Gifted and Talented Program (CFDA 84.210A); Native Hawaiian Community-Based Education Learning Centers Program (CFDA 84.296A); and Native Hawaiian Special Education Program (CFDA 84.221A). These criteria are taken from the Education Department General Administrative Regulations, as codified at 34 CFR 75.201 and 75.210 (revised as of July 1, 1999)

SELECTION CRITERIA:

The project narrative should include the following sections in this order, and is limited to 25 pages:

(A) SIGNIFICANCE. (15 points)

- (1) The Secretary considers the significance of the proposed project.**
- (2) In determining the significance of the proposed project, the Secretary considers the following factors:**
 - (i) The significance of the problem or issue to be addressed by the proposed project.**
 - (ii) The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.**

(B) QUALITY OF PROJECT DESIGN. (35 points)

- (1) The Secretary considers the quality of the design of the proposed project.**
- (2) In determining the quality of the design of the proposed project, the Secretary considers the following factors:**
 - (i) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.**
 - (ii) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.**
 - (iii) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.**

(C) QUALITY OF PROJECT PERSONNEL. (10 points)

- (1) The Secretary considers the quality of the personnel who will carry out the proposed project.**
- (2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.**
- (3) In addition, the Secretary considers the following factors:**
 - (i) The qualifications, including relevant training experience, of the project director or principal investigator.**
 - (ii) The qualifications, including relevant training and experience, of key project personnel.**
 - (iii) The qualifications, including relevant training and experience, of project consultants or subcontractors.**

(D) ADEQUACY OF RESOURCES. (5 points)

- (1) The Secretary considers the adequacy of resources for the proposed project.**
- (2) In determining the adequacy of resources for the proposed project, the Secretary considers the following factors:**
 - (i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.**
 - (ii) The extent to which the budget is adequate to support the proposed project.**
 - (iii) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.**

(E) QUALITY OF MANAGEMENT PLAN. (15 points)

- (1) The Secretary considers the quality of the management plan for the proposed project.**

(2) In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

- (i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.**
- (ii) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.**
- (iii) The extent to which the time commitments of the project director and other key project personnel are appropriate and adequate to met the objectives of the proposed project.**

(F) QUALITY OF PROJECT EVALUATION. (20 points)

(1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.

(2) In determining the quality of the evaluation, the Secretary considers the following factors:

- (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.**
- (ii) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.**
- (iii) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.**

**ED Form 524 - Budget Information
And instructions**

Please refer to:

<http://ocfo.ed.gov/grntinfo/appforms/ed524frm.doc>

Performance Indicators:

Please refer to:

Assurances and Certifications
Assurances - Non-Construction Programs

**Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements**

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion -- Lower Tier Covered Transactions**

Disclosure of Lobbying Activities

Please refer to:

<http://ocfo.ed.gov/grntinfo/appforms.htm>

SECTION D

TRANSMITTAL INSTRUCTIONS & CHECKLIST

Application Transmittal Instructions
Application Checklist

APPLICATION TRANSMITTAL INSTRUCTIONS

An application for an award must be mailed or hand-delivered by the closing date.

Applications Sent by Mail

An application sent by mail must be addressed to the U.S. Department of Education, Coordination and Control Branch, Attention: CFDA #84.____ (Be sure to include the correct numeric and alpha description -e.g. 84. 209A), 400 Maryland Avenue, SW, Washington, DC 20202-4725.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.**
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.**
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.**
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.**

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or**
- (2) A mail receipt that is not dated by the U.S. Postal Service.**

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

Applications Delivered by Hand/Courier Service

An application that is hand-delivered must be taken to the U.S. Department of Education, Coordination and Control Branch, Room 3633, General Services Administration National Capital Region, 7th and D Streets, S.W., Washington, D.C. 20202-4725.

The Coordination and Control Branch will accept deliveries between 8:00 a.m., and 4:30 p.m. (Washington, D.C. Time) daily, except Saturdays, Sundays, and Federal holidays.

Individuals delivering applications must use the D Street Entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

APPLICATION CHECKLIST

Does your application include the following?

_____ **Cover Page (SF 424)**

_____ **Table of Contents**

_____ **Project Abstract**

_____ **Program Narrative Instructions & Selection Criteria**

_____ **Budget Form (ED Form 524)**

_____ **Itemized Budget and other budget information**

_____ **Assurances and Certifications**

☐ **Assurances - Non-construction Programs**

☐ **Notice to All Applicants**

☐ **Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.**

☐ **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

☐ **Disclosure of Lobbying Activity**

_____ **Proof of Eligibility**

Did you ---

_____ **Provide one (1) original plus two (2) copies of the application?**

_____ **Include all required forms with original signatures and dates?**

_____ **Mail Application To:** **OR** **Hand-deliver To:**

NATIVE HAWAIIAN PROGRAMS

***ATTN: CFDA # 84.**

U.S. Department of Education

Coordination and Control Branch

400 Maryland Avenue, SW

Washington, DC 20202-4725

NATIVE HAWAIIAN PROGRAMS

***ATTN: CFDA 84.**

U.S. Department of Education

Coordination and Control Branch

7th & D Streets, SW, Room 3633

Washington, DC 20202-4725

***Indicate the CFDA number of the program (e.g., 84.209A) representing the competition in which the application should be considered.**

SECTION E

OTHER IMPORTANT INFORMATION AND NOTICES

Notice to All Applicants (Section 427 GEPA)
**Important Notice to Prospective Participants in U.S. Department of
Education Contract and Grants Program
Grant Application Receipt Acknowledgement**

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application within fifteen (15) days from the closing date, call:

U.S. Department of Education
Application Control Center
(202) 708-9493

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page	<u>http://www.ed.gov/</u>	(WWW address)
	<u>gopher://gopher.ed.gov/</u>	(Gopher address)
OCFO Web Internet Page	<u>http://OCFO.ed.gov/</u>	(WWW address)